

Burlington Parks & Recreation Advisory Board

Monday, April 2, 2018 at 5:30PM

@ Burlington Parks and Recreation Center

900 E. Fairhaven Avenue

(Use South Entrance off Washington Avenue)

Agenda:

CALL TO ORDER

Keith Chaplin

APPROVAL OF MINUTES

Keith Chaplin

OPEN COMMENT

Keith Chaplin

OLD BUSINESS

Keith Chaplin

- Co-sponsorship Process Review
- PROS Plan Update
- SRP Baseball Fields & Dirt

Jennifer Berner & Shelley Johnstone

Jennifer Berner

Jim Rabenstein

NEW BUSINESS

Keith Chaplin

- New Receptionist – Kerri Laird
- Summer Seasonal Jobs
- 1st Quarter Report to Council
- Naming of the “park” at the Visitors Information Center

Shelley Johnstone

Jennifer Berner

Keith Chaplin

Jennifer Berner

ADJOURN

Keith Chaplin

Next Meeting: Monday, May 7, 2018

Enclosures:

03/05/2018 Meeting Minutes

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CITY OF BURLINGTON
PARKS and RECREATION ADVISORY BOARD
Monday, 03/05/2018 Meeting Minutes

Board Representatives in Attendance

Board Members: Bill Black, Keith Chaplin, Ronda DeGloria, and Jeff Ottesen

City Council Members: Chris Loving and James Stavig

City Staff: Jennifer Berner, Shelley Johnstone, Josh Lott, and Jim Rabenstein

MEETING CALLED TO ORDER by Chairperson Keith Chaplin at 5:35PM.

MINUTES: Jeff Ottesen motions to accept the minutes of the 02/05/2018 board meeting as written; Ronda DeGloria seconds the motion. All are in favor; motion is carried.

OPEN COMMENT

Gardner Road Closure. Chris Loving asks about the road closure near the boat launch and new construction site at Rio Vista Avenue. Jim Rabenstein explains that the closure is primarily for safety reasons at this time. The heavy equipment being used at the construction site often has the road impeded. Parks crew will use this period of closure to complete some needed maintenance at the boat launch. Pedestrians wishing to walk the dike can do so from a number of nearby access points. Bill Black asks if walking the dike is permitted. Jim answers that he believes the Dike District's official policy is that is prohibited. Jennifer Berner says she will contact Dan Lefeber, the District's operations manager, to gain clarification on their policy. The closure is expected to last into spring.

James Stavig joins the board as its newest council representative. Board members take a moment to make introductions and to welcome James.

OLD BUSINESS

Athletic Field User Group. Jim Rabenstein reports that the first meeting of the group went well. There were approximately 13 in attendance representing organizations that regularly use the City's various playfields. He explains that this first meeting served to introduce the idea of an ongoing field user group, the intent to develop a field user manual and the collaboration that is hoped for. Jennifer Berner adds that developing this relationship with field users will serve several purposes; but, most importantly it will keep them informed as policy is developed and will allow a thorough vetting through the groups that will be directly affected by its development.

Park Board Appointment Updates. Jennifer Berner reports that she recently attended a meeting at the Chamber of Commerce and shared information about the board's business representative vacancy. She will also share that information at an upcoming downtown business association meeting. Jennifer plans to contact the Senior Center coordinator, Jackie Cress to enquire about connections that may help to fill the senior representative position. She is hoping still to fill the student representative position soon even though the school year is winding down.

NEW BUSINESS

CivicRec/Rec1 Demo. Jennifer Berner has prepared a Powerpoint presentation which illustrates the process of implementing the new recreation software launched last December 13 and the efficiencies gained since that time. The new software also brings new tools as a resource such as online registration, auto-generated reporting, web-based all staff access and a portal for program instructors which enables them to remotely access their class information. Shelley Johnstone then describes the steps to set up an online account profile and the features of the catalog available to the public. Visitors to the site will be able to view a description of all programs available from Parks and Recreation. The site will also give them the ability to register for programs when desired. Shelley's goal for this spring is to make information available to online viewers about the three covered shelters available for rent with hopes of making them available for online reservation soon.

Co-sponsorship Process for 2019. Jennifer Berner describes an undertaking she has been working on in recent months that would allow the City a means to co-sponsor qualifying activities hosted at its facilities. She shares a hardcopy of the guidelines and application developed for the Co-sponsorship program. These are draft documents; she asks board members to review them so that they can be discussed at the April meeting. The program would waive certain fees typically paid by activity organizers that are associated with the use of City facilities while giving the City an opportunity to support projects and events in Burlington that benefit its community. In order for an activity to be eligible for co-sponsorship the activity must be open free of charge to the general public. There will be a limited number of uses available in a given year at the various Parks and Recreation facilities (excluding Skagit River Park playfields). The program will launch for 2019 with the first application period opening early fall of 2018. Applications will be evaluated by a review committee and ranked for award by predetermined criteria. Jeff Ottesen asks whether waiving only a portion of fees charged to activity organizers might be a consideration. Jennifer answers that it's a possibility and may be considered as the City examines its fee schedule later this year. She comments that another project she hopes to tackle in the near future is developing guidelines for those entities that wish to co-sponsor City organized events or projects.

PROS Plan Update. Jennifer Berner has issued a call for Statement of Qualifications (SOQ) from interested consultants experienced in developing Parks, Recreation and Open Space plans; the call closes on March 7. She has received one response to date and anticipates a few more. An interview process of the top candidates will be scheduled shortly after the closing with hopes of having a contract in place with the awarded candidate in April. The interview panel will consist of several City staff members and she would like to include a representative from the board. Jeff Ottesen advises that he will be out of town for a period of time, not returning until April 2nd and will not be available to assist in the interview panel during that timeframe.

ADJOURNMENT: Ronda DeGloria motions to adjourn; Jeff Ottesen seconds the motion. All are in favor. Meeting is adjourned at 6:46PM.

NEXT MEETING: Monday, April 2, 2018 @ 5:30PM. Meeting location is in the Parks and Recreation Center located at 900 E. Fairhaven Avenue. (Be sure to use the SOUTH ENTRANCE off Washington Avenue.)

Minutes transcribed by Shelley Johnstone, Parks & Recreation Secretary.